

Job Announcement

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Opening Date:	December 20, 2012	Closing Date:	January 3, 2013
Job Title:	District Court Clerk I/II Civil/Cashier	Position Type:	Regular Full Time
PIN:	086590	FLSA Status:	Non-Exempt
Location:	District 3, Queen Anne's County Centreville, Maryland	Grade/Entry Salary:	Level I - J05 \$27,576 - \$32,636 (eff. 1/1/13) Level II- J06 \$29,278 - \$34,691 (eff. 1/1/13)
Financial Disclosure:	No		(Depending on Qualifications)

Regular State employees subject to promotion/demotion policy

If you are currently a District Court Clerk I/II and are interested in the above location, submit your application and cover letter stating position title and location to the address below.

Essential functions: Specialized clerical work involving civil court proceedings as well as cashiering functions. Provide information, assistance and forms to the general public, attorneys, court personnel and other court related agencies at the counter and over the phone. Process and enter new suits, post judgements actions, landlord tenant actions, writs of execution, wage and other garnishments as well as warrants of restitution. Primary cashier for all court fines and civil filings. Close out and balance register at the close of day, reporting any overages or shortages. Prepare bank deposit funds and deposit in appropriate accounts. Receive, open and distribute mail as well as collect mail and prepare for postage. Process Domestic Violence cases and Peace Orders. Assist criminal and traffic clerks with case processing and providing information when necessary. Perform other duties as assigned.

Education: High school diploma or GED.

Experience: Level I - Two years of general clerical work experience.
Level II - experience above, plus one year of Court experience.

Preferred: Experience operating a cash register and providing customer service to the public.

Note: Applicants may substitute education at an accredited college or university for the required experience at the rate of 30 semester credit hours for each year of experience.

Skills/Abilities: Knowledge of modern office practices, procedures and equipment. Ability to operate a personal computer, cash register, calculator, copier and facsimile. Ability to calculate and disburse funds with minimal shortages and overages. Ability to communicate effectively and provide information in person as well as on the telephone with the general public, law enforcement, attorneys, court personnel and other court agencies. Customer service skills. Ability to maintain and use detailed alpha and numeric filing systems. Ability to exercise tact and understanding in stressful situations. Ability to multi-task and prioritize. Strong organizational skills. Ability to interpret and follow complex directions, comments and notations. Ability to learn District Court policies, procedures and related legal terminology. Ability to learn specific court related software applications. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) stating position title, location and PIN. Materials must be received within the office of the Human Resources Department by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications or resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.